

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

October 24, 2002

SUBJECT: SUSPECTED CHILD ABUSE REPORT INVESTIGATIONS

PURPOSE: A Suspected Child Abuse Report (SCAR), Department of Justice Form SS 8572, is completed by Department of Children and Family Services (DCFS) personnel as well as other mandated reporters including teachers and medical health professionals. In many cases, the SCAR is forwarded directly to the Areas for investigation. However, DCFS forwards its SCARs to the City Attorney's Office which, in turn, forwards them to Juvenile Division when the report contains prima facie evidence of a crime. When Juvenile Division receives a SCAR they assign it to the Area of occurrence for preliminary investigation. In order to facilitate this investigative process, Juvenile Division has designated an Investigative Control Unit (ICU) liaison officer for each geographic bureau who will coordinate SCAR investigations and provide investigative guidance.

This Order formalizes the procedure for tracking and investigating all SCARs.

PROCEDURE:

I. AREA DETECTIVE SECTION - RESPONSIBILITY.

A. MAC Coordinator. Each Area Major Assault Crime (MAC) Coordinator is designated as the Area SCAR Coordinator. The MAC Coordinator shall:

- * Forward a copy of all SCARs not received from Juvenile Division to Juvenile Division's ICU for assignment of a tracking number;
- * Assign each SCAR to the Area Juvenile or School Car, as appropriate, for preliminary investigation;
- * Ensure that a thorough investigation is conducted, including photographs of visible injuries and/or medical examination to document the injuries;

Note: Photographs of visible injuries shall be obtained through Scientific Investigation Division. Polaroid or digital photographs are not acceptable.

- * Provide the ICU liaison officer with an investigative update as soon as possible, but no later than two regular business days after the Area receives the SCAR; and,

- * Forward a copy of all reports to the ICU liaison officer.

B. Reporting SCAR Investigations. Each SCAR investigation, regardless of the source, shall be reported as follows:

- * When the preliminary investigation determines that a crime may have occurred, the officers shall take appropriate action (Department Manual Section 4/218.51) and the case shall be forwarded to the entity having follow-up investigative responsibility for the specific crime(s); or,
- * When there is no evidence of a crime or the subject cannot be located, an Injury Investigation, Form 3.15, shall be completed in all cases to document the preliminary investigation (Department Manual Section 4/218.52).

II. JUVENILE DIVISION RESPONSIBILITY. Juvenile Division's ICU shall enter all SCAR data into the Child Abuse Tracking System (CATS), which assigns the incident a tracking number. The ICU forwards (fax and mail) the numbered SCAR to the Area of occurrence and maintains a log showing the status and final disposition for each SCAR. Additionally, each ICU liaison officer shall:

- * Track the SCARs within his/her assigned bureau;
- * Provide advice and guidance for SCAR investigations;
- * Update the CA's Office on all SCAR investigations; and,
- * Provide the final SCAR disposition to the CA's Office.

Questions regarding this Order may be directed to the Officer in Charge, ICU, Juvenile Division, at (213) 485-6421.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

MARTIN H. POMEROY
Chief of Police

DISTRIBUTION "A"